ELabLiMS Sandbox - Manual

This manual will help guide users through set up associated with ELabLiMS sandbox instances.

- Test Parameter Management
- Adding & Managing Process Steps
- Creating Test Workflows (Paths)
- Creating Tests/Assays
- Creating QC Templates
- QC Control Charting (Levy-Jennings)

Test Parameter Management

Master Parameters

Tests are easily added and edited in the LIMS, and they consist of one or more Parameters, which can be analytes of any kind, or other items of data collection during analysis, such as date/time, done, not done, comments, etc. But before you can build a test, you need to be sure that the parameters you need are available in the Master Parameters list. By default, the system is delivered with about 1000 of them, but you also can add new ones quickly and easily.

Parameters have no attributes at all, they are simply names of things that can be assigned attributes when you add them to a test or assay. Once you add a new parameter, make sure you make it active and published, so it becomes available in the system. The other necessary item needed in order to build a test, is a Path. Paths consist of one or more process steps, so you need to make sure you add any processes you need, and then include the appropriate processes into the various testing paths you need...and then you can proceed with adding your own new tests. To learn how to create processes, paths and tests, see those sections of the manual.

VIDEO TUTORIAL:

> **Master Parameters**

Adding & Managing Process Steps

Process Management

Processes, or process steps, are exactly that. They are the processes defined in any protocol or test that must be carried out, in the exact sequence steps laid out, in order to complete that test. Before you can create a test in the ELabLIMS, you must have one or more processes defined in the system. These, in turn, make up a path. You can have as many processes and paths in the LIMS as you like. And whether the protocol calls for only one process step (for instance “analysis”) or two, or three or more, at least one must be added to each PATH. Because it’s PATHs that are required in order to create a test.

VIDEO TUTORIAL:

> **Process Management**

Creating Test Workflows (Paths)

Path Management

Paths are one of three main things required before you can build a test protocol or assay, along with Processes, which are what make up paths, and Parameters. A Path is simply a collection of one or more Process steps required for a test, arranged in sequence. Obviously, you must create the processes first before you can gather them into a Path.

Once you have created the process or processes you need (refer to the Process Management section of the manual), you can create a Path.

VIDEO TUTORIAL:

> **Path Management**

Creating Tests/Assays

Test Management

IMPORTANT: Before you can create a test, you need to have ensured that you have the correct Sample Type (see Picklist Management), Parameters, Processes, Paths and, if you use QCs, the QC types that you will need (and possibly QC Templates).

You can create any test in the LabLynx ELabLIMS, any time. You can also make groups of tests, or panels, quickly and easily, to speed up assigning tests to samples. In order to create a test, you will need to have already established:

- activated Master Parameters needed for the test
- the Process Steps that comprise paths
- the Paths themselves
- Sample Type the test is for
- Any QCs needed (added during test creation) - which in turn require:
    - Active Master Parameters
    - QC Types
    - QC Templates (optionally)

These items are covered in the Basic Setup COTS ELabLIMS Manual, in the order in which they need to be done. Follow those steps before attempting to create tests.

VIDEO TUTORIAL:

> **Test Management**

Creating QC Templates

QC Templates

If you will be using QC samples in your testing, you may want to create the templates first, so that you can add them to a test or analytical batch quickly. This makes sense if your lab tends to use the same well-defined QCs and you are often making new tests that use them. It save you having to define all of its details every time you make a test. Before you can make a QC template - OR add a QC to a test without a template, you'll need to make sure that the **QC types** you need are in the system. This is very easy to do by going to LIMS Picklist Management and selecting Quality Control Types. Add the ones you need, making sure to make them active and saving each one. Once you have the types you need, you can go ahead and make the templates, or use them when making QCs directly in a test.

VIDEO TUTORIAL:

> **QC Templates**

QC Control Charting (Levy-Jennings)

Control Charts

The LabLynx ELabLIMS has two types of control charting features, both of which meet standard Levy-Jennings functionality:

- Standard Control Charts - This is included in the MyMenu and needs no setup. Simply filter for the samples, parameters or other criteria you want, and you can display both the data and its graph, which can be saved as a .pdf. If desired, this can be included into a report, which typically requires LabLynx professional services.
- Control Charts 2 - This version is not included by default in your MyMenu, but can be added by LabLynx. It allows separate graphs for each parameter to be displayed when choosing tests/samples with more than one parameter.

VIDEO TUTORIAL:

> **Control Charts**